



**CITY OF AKRON, OHIO**  
**POLICE DIVISION**  
**MICHAEL T. MATULAVICH, CHIEF OF POLICE**

NUMBER P-2007-036	EFFECTIVE DATE January 10, 2007	RESCINDS P-94-036 Issued 7-28-94 and Addendum Issued 12-23-94
SUBJECT Secondary Police Employment Procedure	ISSUING AUTHORITY Chief Michael T. Matulavich	

## **I. POLICY**

Acceptance of secondary police employment is a professional obligation. Officers working secondary employment must follow all departmental rules, regulations and procedures. In addition, officers must be familiar with the rules and criteria specific to secondary police employment.

## **II. DEFINITIONS**

- A. Secondary police employment – All off duty employment where an officer will or may be required to perform a police function.
  - 1. Continuing: Any secondary employment that is more than two weeks in duration.
  - 2. Occasional: Any secondary employment that occurs only sporadically throughout a year or is less than two weeks in duration.
- B. Secondary police employment coordinator – An officer or supervisor who is the contact person for a secondary police employer.
- C. Secondary police employment book – A listing, located at the Information Desk, of all requests to employ officers in occasional secondary police employment.
- D. Job – The total number of hours comprising an extra duty assignment.
- E. Work week – Monday through Sunday.

## **III. PROCEDURE**

### **A. APPROVAL REQUEST**

- 1. A Secondary Police Employment Request for Approval form must be submitted to the commander of the Services Subdivision at the start of any continuing employment and then yearly during the month of April. The Services Subdivision commander will notify applicants within five working days of his decision.

2. Any approved requests that are not renewed shall be considered cancelled effective May 7th of the current year.

#### B. SUPERVISORY SECONDARY POLICE EMPLOYMENT

1. Shall be performed by captains, lieutenants and sergeants.
2. When four or more officers are hired for one secondary employment job, one of the four officers must be a supervisor. Any exceptions must be approved by the Services Subdivision commander.

#### C. RATE OF PAY

1. The job rate for officers and supervisors will be the hourly rate as designated in the current labor agreement. There is a minimum of three hours of pay per job for any amount of time worked not exceeding three hours. Exceptions:
  - a. When officers divide a job into separate blocks of time.
  - b. When an officer is late to a job assignment for either excused or unexcused reasons. In this case an officer would be paid for actual hours worked.
  - c. When an officer leaves early from a job assignment prior to being dismissed by the employer.
  - d. Coordinators may be compensated for their duties at less than three hours. The coordinator fee shall be documented on the approval form.
2. No officer shall work or solicit jobs at less or greater than the current scale, unless permission is received from the Chief of Police

#### D. USE OF EQUIPMENT

1. Requests for equipment must be made to the highest ranking officer on duty, excluding the deputy chief, in the subdivision from which the equipment is requested.
2. For use of police vehicles, a Vehicle Use Form, available at the Information Desk, must be submitted daily to the Information Desk sergeant.
3. The Traffic Bureau lieutenant, or his designee, handles the Vehicle Use Reporting Form for funeral escorts.

#### E. OFFICER'S RESPONSIBILITIES

1. Prior to working a job, call the Information Desk extra job line and leave the requested information. Officers may also inform the dispatcher of their location and hours.

2. Any reports taken shall be submitted to the Information Desk at the completion of the job.
3. If, for any reason, an officer is unable to report to a job at the scheduled time he must make all attempts to find a replacement. If an officer is unable to find a replacement, he shall notify the employer and the coordinator of the job. These notifications must be made at least one hour prior to the start of the job.
4. All officers working secondary employment must have a mobile radio with them.
5. Submit any overtime slips arising from secondary employment to the Information Desk sergeant along with a copy of all arrest paperwork.
6. Complete all job specific paperwork.

#### F. INFORMATION DESK SERGEANT'S RESPONSIBILITIES

1. Insure a computer log is maintained of all secondary police work performed.
2. Insure the secondary employment book is maintained.
3. Attempt to fill requests for occasional police employment from the secondary employment book.
4. Insure billing is completed for vehicle use on secondary employment.
5. Review all requests for overtime arising from secondary employment using the following guidelines:
  - a. The secondary employer should be responsible for paying the officer to complete paperwork caused by offenses or incidents made where the secondary employer is the prosecuting witness or victim.
  - b. The City should be responsible for paying the officer when the offense or incidents are not connected with his secondary employment.

#### G. SECONDARY POLICE EMPLOYMENT COORDINATOR'S RESPONSIBILITIES

1. Be the contact person for the secondary employer.
2. Submit the initial request for approval form as well as the yearly renewal requests.
3. Complete the schedule and attempt to fill last minute vacancies.
4. Handle disciplinary issues. If the coordinator is not a supervisor, disciplinary issues will be forwarded to the Services Subdivision commander, if needed.

## H. RESTRICTIONS

1. Probationary officers are not permitted to work secondary police employment.
2. Officers wishing to work any secondary police employment where intoxicating beverages are sold or consumed, including parking lot duty, or at any gaming establishments, must have approval of the Chief of Police. The decision for approving these types of jobs will be based on criteria such as:
  - a. The establishment is primarily a restaurant located in a permanent building.
  - b. The establishment is a retail store whose primary business is the sale of staples, groceries, or household wares.
  - c. The event is temporary, lasting four days or less, such as a carnival, street festival, charitable event, or musical event at an auditorium or theater.
  - d. The event is held at a sporting facility such as a stadium, bowling establishment, sports complex, golf course, etc. where the primary purpose is the viewing of or participation in the sporting event.
3. Active officers shall be given precedence over reserve officers for filling any type of secondary employment.
4. Any officer wishing to perform more than twenty-four hours of secondary police employment per work week must receive approval from the Services Subdivision commander, or his designee, or be off duty five or more consecutive days in a work week. Coordinators do not have to include any of the hours they may be compensated for their coordinator duties.
5. Personnel above the rank of lieutenant are prohibited from working secondary police employment unless they are employed in a supervisory capacity or have received permission from the Chief of Police.
6. Officers shall not engage in secondary police employment:
  - a. While on disability/injury leave, light duty or Worker's Compensation, sick leave, or Family Medical Leave Act (FMLA).
  - b. Within sixteen hours from the start of the officer's assigned shift from which he reported off sick or disabled.
  - c. Once having been relieved of duty.
  - d. Upon being suspended.

- e. Upon direct order of a supervisor.
- f. While on a leave of absence without pay.
- g. Outside the city limits of Akron.

I. POSSIBLE DISCIPLINARY ACTION

- 1. Failing to appear for secondary police employment, without making the required notifications, constitutes absence without leave.
- 2. Failure to follow this procedure and procedures specific to each secondary employer may result in:
  - a. Removal from that secondary police employment.
  - b. Restriction from working any secondary police employment.
  - c. Other departmental sanctions.

By Order Of,

  
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Michael T. Matulavich  
Chief of Police

Date December 13, 2006